



DEFENSE LOGISTICS AGENCY  
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IN REPLY  
REFER TO

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MEMORANDUM FOR ALL DEFENSE LOGISTICS AGENCY (DLA) EMPLOYEES

SUBJECT: DLA Policy on Violence in the Workplace

Workplace violence is a national concern. While stories of domestic and foreign terrorist attacks monopolize the headlines, incidences of workplace violence have not gone away. The majority of workplace violence consists of intimidation, threatening behavior, or physical aggression. These acts may be committed **by** people in the workplace, or may **be domestic** violence that spills over into the workplace. While we have been fortunate that this kind of behavior is not pervasive at DLA, no organization remains immune.

DLA is committed to providing all employees a work environment that is free from violence, threats of violence, harassment, intimidation, or other disruptive behavior. All of these behaviors are unacceptable in the workplace and will not be tolerated. Individuals who engage in such behavior will be dealt with swiftly and firmly, up to and including criminal prosecution.

DLA managers **and** supervisors **must** be proactive in recognizing and preventing situations that could potentially lead to acts **of** violence, and **will consider** all options, including physical security procedures, personnel practices, and safety measures to minimize the possibility of violent incidents. **We** will work in partnership with labor unions to ensure a violence-free workplace. DLA field commands will establish and train working groups to identify and discuss local workplace violence concerns. **As** part of their efforts, each field command will establish reporting procedures, which maintain confidentiality to the fullest extent possible, for violent **and** potentially violent incidents and immediate assessment of such incidents by a trained crisis response team. In all cases, managers **and** supervisors will **respond** promptly to incidents of real or potential violence.

Employees should report any threatening behavior or violent acts in the workplace. All threats **should** be taken seriously and reported to the appropriate authority. Although no harmful intent may be found, it is better to report an incident than to **experience** a tragedy later. When in doubt, consult **your** supervisor,

All DLA employees have the right to a safe and secure work environment. Every employee, **manager**, and supervisor must respect this right and protect against its violation. We all share the responsibility **for** keeping our workplace safe from violence of any kind.

KEITH W. LIPPERT  
Vice Admiral, SC, USN  
Director

